




United States Department of the Interior  
FISH AND WILDLIFE SERVICE  
Fire Management Branch  
National Interagency Fire Center  
3833 South Development Avenue  
Boise, Idaho 83705



Refer to: FMB160011

April 22, 2016

Memorandum

To: Fire Management Coordinators, Regions 1-8  
From: Chief, Branch of Fire Management   
Subject: Department of Interior 2016 Pay Plan for Emergency Workers

**Purpose:** The purpose of this memo is to authorize and provide direction, using the attached Department of the Interior (DOI) 2016 Administratively Determined (AD) pay plan (Attachment 1), to hire emergency workers (casuals). **This memo also includes direction on paying casual travel on the OF-288.**

**Timeframe:** The attached DOI AD Pay Plan is effective **April 8, 2016** for immediate implementation and is valid until the 2017 AD Pay Plan is released.

**Policy/Action:** This attached pay plan applies wherever and whenever it becomes necessary to hire persons under the following circumstances:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all hazard emergency that threatens damage to federally protected property unless brought under immediate control.
- To provide emergency assistance to States under formalized agreements.
- To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

The AD Pay Plan is complete within itself; therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

Only pre-approved AD Hiring/Approval Officials are authorized to hire casuals - see Attachment 2 for a list of FWS pre-approved officials, subject to change throughout the year; and Attachment 3, FWS Hiring/Approving Official Request Procedures/Form, to request approval to be a hiring official. AD Hiring/Approval Officials are responsible for ensuring that the hiring and management of casuals is in accordance with all provisions of the AD Pay Plan. Casuals hired outside the AD Pay Plan authority will not be paid through the DOI Casual Payment Center (CPC) and timesheets will be returned to the hiring unit. If the pay plan was not the proper mechanism for hire, other means of employment, such as an emergency temporary hire, will need to be explored through Human Resources.

Hiring/Approval Officials may hire only those individuals within their 'local area of responsibility' who are qualified for the position and certified to assist in fire suppression operations and/or other emergencies that threaten damage to federally protected property.

**Changes:** The 2016 AD Pay Plan includes the following changes from the plan previously in effect for 2015:

- Per Executive Order 13715, a 1% increase was applied to 2016 pay rates. (Section B.1.).
- Added the following classified positions to the Incident Position Matrix:
  - THSP, Agency Administrator Liaison, AD-M;
  - THSP, MAC Administrative Support, AD-D
  - THSP, Small-engine Mechanic, AD-E
  - THSP, Strategic Fire management Analyst, AD-K
  - FSC3, Finance Section Chief, Type 3, AD-J
  - LSC3, Logistics Section Chief, Type 3, AD-J
  - OSC3, Operations Section Chief, Type 3, AD-J
  - PSC3, Planning Section Chief, Type 3, AD-J
- Computer Technical Specialist (CTSP) is changed to Incident Technical Support Specialist (ITSS), retaining the same pay rate of AD-H.

**Hiring/Approval Official Responsibilities:**

- Maintain pre-approval to become a Hiring/Approval Official. Reference the Branch of Fire Management (FMB) memorandum FMB 140002 dated December 18, 2013.
- Hire and manage casual employees in accordance with all provisions of the AD Pay Plan.
- Maintain casual hiring documents in accordance with 5 U.S.C. 552a, the Privacy Act.
- Coordinate with Human Resources for application of HSPD 12 as it applies to hiring casuals.
- Ensure training and qualification standards are met and coordinate with Human Resources for retention of required medical documentation. FWS memo: FMB150001.
- Process workers compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5U.S.C. 81) which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duty.
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Review time report (OF-288), ensure proper use of Employee Common Identifier (ECI), cost structure, and approve for payment. FWS memo: FMB140002.
- Ensure boot stipend is adhered in accordance with FWS Boot Stipend memo: FMB160006.
- Ensure an Incident Personnel Performance Rating (NFES 1576) is completed for each assignment.

**Hiring Forms:** Hiring officials must complete these required forms when hiring a casual:

- Single Resource Casual Hire Information Form,
- Employment Eligibility Verification (Form I-9), and
- Incident Behavior Form.

These original forms will be maintained at the hiring unit. Blank forms along with an example of the Form I-9 can be found at the following website:

[http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

**Hiring Casuals to Attend Emergency Incident Training:** Training of casuals must be in accordance with the AD Pay Plan and may not circumvent normal hiring authorities. Hiring a seasonal/temp



employee on as an AD before their enter on duty date (EOD) to complete training is not appropriate. Hiring units may charge training costs to their office cost center, WBS suppression code (FF.F20000, 00 and project code **AZA10**. (*Note: ensure WBS is set-up in FBMS before submitting to CPC*).

**Hiring Casuals to Instruct Emergency Incident Training:** Units may hire casuals to instruct emergency incident training in accordance with the AD Pay Plan. It is the hiring official's responsibility to monitor instructor hours to ensure the allowable limitation is not exceeded. Salary, travel and per diem may be charged to hiring unit cost center, WBS (suppression), 00 and project code AZA10. (*Note: ensure WBS is set-up in FBMS before submitting to CPC*).

**Hiring Casuals for Implementing Prescribed Fire Projects:**

The AD Pay Plan may be used to provide temporary support to prescribed fire activities for fuels reduction and is not limited to the use of Wildland fire appropriations. **This does not include Mechanical or Chemical Hazardous Fuels Reduction Projects, or projects conducted for reasons other than hazardous fuels reduction.**

**Hiring Casuals for Non-Fire Emergencies:** The AD Pay Plan covers both fire and all hazard emergency support needs and can be used to hire individuals to assist refuges with emergency operations including fire, flood, tornado, hurricane, or "any other all-hazard emergency that threatens damage to federally protected property unless brought under immediate control". With prior Branch approval refuge operating accounts and/or reimbursable accounts may also be used provided there is funding available (see contact information below).

Hiring Casuals for Non-Fire Emergencies will be limited to 300 hours per calendar year (regardless of position or incident). Hiring units are responsible for tracking the number of hours.

**Backfilling of positions:** Although the AD Pay Plan allows for the temporary replacement (backfill) of members on fire suppression crews or fire management personnel who are currently on fires backfilling of these employees is prohibited using suppression dollars.

**Exception Positions:** The Branch of Fire Management must review and approve (by email or phone) any exception positions established **prior to** hiring (see contacts below). A brief description of duties must accompany the Emergency Firefighter Time Report, Form OF-288, for audit purposes.

**Payment Procedures for Casuals Hired Under the AD Pay Plan:** The processing of Emergency Firefighter payroll for casuals hired by the U.S. Fish & Wildlife Service will be done through the DOI Casual Payment Center MS 270 located at 3833 S. Development Ave, Boise, Idaho, 83705;  
[CasualPay@blm.gov](mailto:CasualPay@blm.gov)

Links to payment procedures and forms can be found on page 5 of this document.

**Manual/Handbook Sections Affected:** This pay plan replaces all previously approved plans found in Exhibit 1 of Chapter 10 of the Interagency Incident Business Management Handbook (IIBMH).

**Coordination:** The 2016 AD Pay Plan was coordinated with the other DOI Wildland Fire Management Agencies and the USDA Forest Service.

DOI 2016 AD Pay Plan for Emergency Workers (Casuals) can be found at the following website:  
[https://www.nifc.gov/programs/cpc\\_ADpayplans.html](https://www.nifc.gov/programs/cpc_ADpayplans.html)

### **Payment Procedures for Travel for Casual hires:**

A Secretarial waiver of E-Gov Travel Service (ETS) requirements for casual hires was signed on 11/20/2015. The Office of Wildland Fire (OWF) then issued OWF Policy Memorandum 2016-04 (Attachment 4) on 2/17/2016, laying out the policy provided by the Secretarial waiver.

The Approving Official (AO) will determine which method of reimbursement is appropriate for casual employee travel expenses (through CGE Concur or OF-288) and if appropriate, submit to the CPC for processing. See attachment 5, Casual Payment Center Casual AD Travel Reimbursement Process or follow the link: [https://www.nifc.gov/programs/cpc\\_procedures.html](https://www.nifc.gov/programs/cpc_procedures.html).

Under the terms of the waiver, casual employees may claim **only** the following travel expenses on the OF-288 form:

- privately owned vehicle (POV) mileage;
- incidental expenses; and
- a maximum of 15 meals per emergency incident.

Other expenses, i.e. lodging, rental vehicle, fuel, baggage costs, etc. must be claimed through Concur. Refer to the OWF policy memo for detailed guidance.

#### **FWS Specific Guidance:**

The batch memo template (Attachment 6) has now been modified to include an incidental expenses (IE) box that indicates that all casuals submitted in the batch should be reimbursed for incidental expenses. Starting and ending dates will be completed by the approving official. The Casual Payment Center (CPC) will then add dates and totals for the incident expenses to each OF-288 in the batch and process the reimbursement.

If casual employees have more than just incidental expenses, an optional spreadsheet (Attachment 7) has been created to assist in calculating the casual's reimbursement. If this spreadsheet or a similar one is used, transfer totals from spreadsheet to the lower left section of the OF-288 before sending to the CPC.

If the casual employee incurs a travel expense other than those listed above (e.g., luggage costs, lodging, rental vehicle, fuel, etc.), the claim for **all** travel expenses must be filed in the ETS, currently Concur.

**Timeframe:** The Financial Business Management System (FBMS) and Federal Personnel Processing System (FPPS) have been modified and the Casual Payment Center has begun implementing the new process.

**Budget Impact:** This change should reduce the workload associated with processing casual travel and this reduces administrative expenses of the casual hire program.

**Manual/Handbook Sections Affected:** The FWS Fire Management Guide will be updated to reflect this new policy and guidance.

**Coordination:** This has been coordinated with the DOI Casual Payment Center and the DOI Travel Office.



**Contact:** Any additional questions should be directed to Reah Reedy, Administrative Officer at 208-387-5736 or by email at [reah\\_reedy@fws.gov](mailto:reah_reedy@fws.gov).

Links:

1. 2016 AD Pay Plan: [https://www.nifc.gov/programs/cpc\\_ADpayplans.html](https://www.nifc.gov/programs/cpc_ADpayplans.html)
2. OWF Policy Memorandum 2016-04:  
[http://www.nifc.gov/programs/programs\\_documents/CPC/agency\\_memos/2016-04\\_OWF\\_Travel\\_Policy\\_Memorandum.pdf](http://www.nifc.gov/programs/programs_documents/CPC/agency_memos/2016-04_OWF_Travel_Policy_Memorandum.pdf)
3. Casual Payment Center: [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)
4. Hiring Forms: [https://www.nifc.gov/programs/cpc\\_hiringdocs.html](https://www.nifc.gov/programs/cpc_hiringdocs.html)
5. AD pay and travel procedures: [http://www.nifc.gov/programs/cpc\\_procedures.html](http://www.nifc.gov/programs/cpc_procedures.html)
6. Other forms: [https://www.nifc.gov/programs/cpc\\_forms.html](https://www.nifc.gov/programs/cpc_forms.html)

Attachments:

1. Personnel Bulletin 16-04 (2016 AD Pay Plan)
2. Hiring/Approving Officials list as of April 1, 2015
3. FWS Hiring/Approving Official Request Procedures/Form
4. OWF Policy Memorandum 2016-04
5. Casual Payment Center Casual AD Travel Reimbursement Process
6. Batch Memo Template
7. Travel reimbursement worksheet (optional use)